

**MINUTES**  
**PERSONNEL COMMITTEE**  
Wednesday, January 14, 2015  
City Hall, Room 604  
4:30 p.m.

Members Present: Ald. Guy Zima, Ald. Thomas Sladek and Ald. Thomas DeWane

Members Absent: Ald. Andy Nicholson

Others Present: Lynn Boland, Tom Molitor, Steve Grenier, David Litton, Kim Flom, Dawne Cramer, Dawn Foeller, Cheryl Renier-Wigg, Melanie Falk, and others.

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

3. Approval of the minutes from the November 4, 2014 meeting.

A motion to approve the minutes of the meeting of November 4, 2014 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

4. Request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Programmer Analyst – Finance/IT
- b. Engineering Technician – Public Works
- c. Civil Engineer I – Public Works

A motion to approve 4a, b, and c was made by Ald. DeWane and seconded by Ald. Sladek, motion carried 3-0.

4d. Request to fill Patrol Officer and Fire Fighter vacancies in 2015 that were approved as part of the budget.

A motion to approve the request to fill Patrol Officer and Fire Fighter vacancies in 2015 that were approved as part of the budget was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

5. Request to fill the following new positions approved as part of the 2015 budget and all subsequent vacancies resulting from internal transfers.

- a. Programmer Analyst – Police
- b. Forestry Worker I – Park, Recreation & Forestry

A motion to approve 5a and b was made by Ald. DeWane and seconded by Ald. Sladek. Ald. Sladek requested a copy of the list of projects referred to in the request to fill form. Director Boland will send the list to the committee members.

Motion carried 3-0.

6. Request to reclassify and fill the Neighborhood Compliance Inspector position in the Community Development Department and all subsequent vacancies resulting from internal transfers. It is recommended this position be reclassified from the Inspectors pay schedule at \$18.78/hour to the Administrative Pay Schedule at Pay Grade 27N, salary range of \$16.60 - \$20.85/hour.

A motion to approve the request to reclassify and fill the Neighborhood Compliance Inspector position in the Community Development Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded by Ald. Zima for discussion.

Director Boland stated this is a vacant position the department is requesting to fill. Based on a review of the position, it is recommended to slot this position into the administrative pay schedule which would provide a range of \$16.60 to \$20.85/hour. The current rate for the position is a single rate at \$18.78/hour. Depending on the experience of the individual, it's likely the new person would be hired at a rate similar to the current rate. Director Boland stated that since a number of the bargaining units did not recertify such as the inspectors, it provides the opportunity to slot those positions into the administrative salary schedule. In addition, the department is adding additional responsibilities to this position. This is a non-exempt position that is eligible for overtime.

Ald. Zima stated the steps involved in some of the positions makes things rather awkward. The range between \$16.60 and \$20.85 is about a 25% pay range. Ald. Zima feels while employees are being evaluated in their probationary period they may be paid less than the job is worth and this may be appropriate, but once the employee can do the job, they should be paid what the job is slated as a fair salary. If the job is really worth \$20.85/hour, then that's what the employee should be paid.

Director Boland explained the current system is a 4-step system, rather than an open range. Employees reach the top of the range in 2 ½ years. A step system provides an opportunity for advancement and increases to employees. Ald. Zima never felt comfortable with the step system and feels employees should be paid what they are worth once they complete the probation period.

Ald. Sladek indicated Ald. Zima questions in regards to a step system are not related to this unique position, but rather related to the entire administrative pay schedule in regards to pay ranges and steps to work through. Ald. Sladek stated if the interest is in revising the administrative pay architecture, then that needs to be looked at separately, because that's a concept change. Ald. Zima feels his

questions apply because the request is asking to change the position from a fixed salary to a very flexible salary with steps.

Ald. DeWane asked what makes this an administrative position. Director Boland explained the administrative salary schedule is the pay plan the City has to slot positions in that are not in a bargaining unit, rather than maintaining a number of separate salary schedules. There are a number of positions on the administrative salary schedule that are not administrative. Ald. Zima asked why this position is administrative, to which Director Boland responded, it's not, it's unrepresented. Ald. Zima wants to leave the position the way it is. Ald. DeWane agreed. Director Boland stated new employees in this position start at \$16.90/hour and then go to \$18.78/hour after 6-months on the current pay schedule. The proposal to place this position on the administrative salary schedule accomplishes two goals; one, it reduces the number of miscellaneous schedules and salaries by putting them onto an organized schedule. Two, it provides for an increase and the department felt they would have a better opportunity to recruit someone into this position if there was more flexibility in the salary.

Ald. Zima asked how many inspectors are at this level. Director Boland responded there is only one compliance inspector. Ald. Zima stated all of the inspectors do compliance work. Neighborhood Development Supervisor Renier-Wigg stated this position does not handle any job duties related to structures; they do not have a UDC certification. This position performs inspections related to junk in the yards, garbage, parking and lot type issues. Ald. Zima stated that's a very entry level type position. Director Boland agreed and said the Housing and Zoning Inspectors are paid around \$29.00/hour. Ald. DeWane thought CSI's performed those types of job duties. Supervisor Renier-Wigg indicated additional job duties have been added to this position including more aggressive rat abatement duties, mapping and tracking, and enforcement to help reduce the rodent populations. Supervisor Renier-Wigg asked for an increase in salary closer to the \$20/hour rate due to the additional job duties. Ald. DeWane doesn't believe the City will have any problem filling this position for compliance checks for garbage and litter at the current rate. Ald. Zima stated this position would earn approximately \$40,000 per year at the current rate.

Ald. Sladek noticed the request to reclassify and commented on taking situations like this and moving them onto the administrative salary schedule. The dilemma seems to be if we are going to put this position on a different salary schedule, it will be in a world where there are ranges and steps, whereas it is coming from a different salary world where there is a job and a number. Ald. Sladek asked why positions should be moved to the administrative salary schedule and if there would be a problem keeping this position on the current salary schedule. Director Boland explained moving this position to the administrative salary schedule would serve two purposes. One, there are a number of miscellaneous salary schedules that are no longer negotiated, and we are looking to see if those can be slotted into a single salary schedule. Two, the request asked for an increase in salary, and by slotting this position into the administrative salary schedule it would provide some potential for advancement in the salary range.

Ald. Zima asked if the goal is to move all the employees in Green Bay into a salary schedule. Director Boland replied yes, for those employees that don't have a separate schedule. Ald. Zima asked if all the inspectors are on a salary schedule at a fixed rate with a lower probationary rate. Director Boland replied yes. Ald. Zima inquired if the compliance inspector position would be doing supervisory work. Supervisor Renier-Wigg responded there are neighborhood division staff on the administrative schedule that don't perform supervisory work. That is just the name of the schedule. Ald. Zima is not convinced the position should be moved from the inspectors pay schedule to the administrative salary schedule.

A motion to approve the request to fill the Neighborhood Compliance Inspector position in the Community Development Department and all subsequent vacancies resulting from internal transfers at the current rate of pay without reclassifying the position was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

7. Request to modify and fill the Ranger position in the Park, Recreation & Forestry Department and all subsequent vacancies resulting from internal transfers. The requirements for this position have been modified and it is recommended this position be re-titled to Natural Resources and Grounds Specialist and classified at Pay Grade 30E of the Administrative Pay Schedule.

Director Boland explained this position is currently in the administrative pay schedule at pay grade 29, non-exempt. The department evaluated the position and made significant modifications to the job duties and added more professional requirements to the position. After reviewing the new job duties, Human Resources is recommending this position be reclassified from a non-exempt position at pay grade 29, to an exempt position at pay grade 30. The hours for this position would be increased from 37.5 hours per week to 40 hours per week.

A motion to approve the request to modify and fill the Ranger position in Park, Recreation and Forestry and all subsequent vacancies resulting from internal transfers at Pay Grade 30E of the Administrative Salary Schedule and to re-title the position to Natural Resources and Grounds Supervisor was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

8. Request to convert and fill the Hispanic Community Liaison position (\$18.68/hour) to a Neighborhood Crime Prevention Coordinator position (\$21.16/hour) in the Police Department and all subsequent vacancies resulting from internal transfers.

Director Boland stated the individual in the Hispanic Community Liaison position has been acting out-of-class and performing the Neighborhood Crime Prevention Coordinator position. Chief Molitor is requesting to convert the current Hispanic Community Liaison position to a Neighborhood Crime Prevention Coordinator position. This would allow the department to place one crime prevention

coordinator on the east side of Green Bay and one on the west side of the City. Although it would not be a requirement, there would be a preference for this position to be bilingual in English and Spanish. The current rate for the Hispanic Community Liaison is a single rate of \$18.68/hour and the rate for the Neighborhood Crime Prevention Coordinator is a single rate of \$21.16/hour. It is recommended if the conversion is made, for the position to be changed to the same level as the Neighborhood Crime Prevention Coordinator at \$21.16. The position would then be posted and filled.

Ald. Sladek asked for confirmation that in this case the City is not filling a vacancy, but the position will be posted. Director Boland replied correct; since the position is being changed, other employees will have an opportunity as well as the current incumbent. The Chief will also be reviewing the responsibilities of the liaison position to ensure the department continues to provide those services to the community.

Ald. Zima asked to confirm there is currently one Neighborhood Crime Prevention Coordinator position and the request is to move the Hispanic Community Liaison position to the Neighborhood Crime Prevention Coordinator classification which will result in two coordinator positions; one for each side of town. Ald. Zima then inquired why there needs to be more than one Neighborhood Crime Prevention Coordinator. Chief Molitor stated it's a big job on each side of the river. Since the department moved to a district plan, the activities are designed around the district model with responsibilities for those captains on each side of the river. In looking at the crime prevention unit in total, the department decided instead of having one officer in charge of crime prevention, that crime prevention will happen on the basis of each district and initiatives will occur in each district. When we go into an area and do activities there, we want to create neighborhood watches or have concerned citizens in the neighborhoods band together to leave some sort of structure behind. The coordinator position is responsible for these job duties in addition to the duties that go along with that. An officer was moved out of the crime prevention unit and was put back on the street; that officer is now a community officer. In the future, the Chief would like to use the interns for some of the Hispanic liaison duties and use the Neighborhood Crime Prevention Coordinators to organize all the activities that are arising out of district operations.

Ald. Zima asked if the current Crime Prevention Coordinator is bilingual. Chief Molitor indicated the incumbent is not bilingual but she is very capable in her job duties. There is a large Hispanic population on the east side and the department needs someone to interface with that community. Chief Molitor stated the Hispanic Community Liaison has been performing the Neighborhood Crime Prevention Coordinator duties and receiving out of class pay for the last ten months.

A motion to approve the request to convert and fill the Hispanic Community Liaison position to a Neighborhood Crime Prevention Coordinator position in the Police Department and all subsequent vacancies at the Neighborhood Crime

Prevention Coordinator rate of pay was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried 3-0.

9. Request to modify Personnel Policy, Chapter 8 – Compensation, to include the following:

8.9 POLICE DEPARTMENT RECORDS TRAINER PREMIUM. A \$1.00 per hour training premium will be provided to police records employee(s) assigned to train and evaluate new police records employees. The training will consist of the application and interpretation of police policies, laws and regulations as they relate to the maintenance of police records. This premium will apply only during the hours the trainer is training the new police records employees, which is approximately 6-8 weeks.

Chief Molitor stated there is a lot of work involved in training new employees in the records division. There have been challenges in the records division regarding standardization of the training period to bring these employees up to standards. The department looked at what works with the Field Training Officers (FTO) and will be modeling the records division training program along those lines. The training program will be very structured and tracked to ensure new employees are meeting standards. The records division has a great deal of responsibilities and legal aspects that have to be followed.

Ald. Sladek asked if FTO's make more money when training. Chief Molitor stated FTO's earn a premium only while training. FTO's are responsible for training new officers on various tasks and situations, and then tracking that training to ensure they are meeting standards. There is a daily evaluation the FTO completes that provides a clear track record of the new officer's performance on a one-to-one basis for approximately four to five months. The records division training will take approximately two months. This type of training program makes it very defensible for the Police Department to show the new employee received the required training.

Ald. Sladek asked if a training premium is used in other departments throughout the City. Director Boland stated training premiums are used primarily in the police department and are typically found in public safety environments. Director Boland stated the City does not have training programs in other departments that are paid a premium. There are specific requirements in the records division which is why the Police departments brought this request forward. The records division must follow certain State requirements and those records are reviewed.

Discussion continued regarding training requirements and regulations other departments are required to meet, such as the regulations in the Clerk's Office, labor laws, etc. Ald. Zima feels training is part of the job. Chief Molitor stated the training required for the records division is above their normal job. The Police Department is audited by the FBI and state regulators. The duties of training records division employees and documenting that training so the department has something defensible at the end of the training period is very important. Chief

Molitor believes this is a good move for standardizing their training and adds another level of accountability and professionalism to the Police department. Ald. Sladek questioned whether the records division training is unique as compared to training conducted in other departments. Chief Molitor feels it's important to standardize the training and have a program that is defensible.

A motion to refer to staff for additional information the request to modify Personnel Policy, Chapter 8 - Compensation to provide a Police Department records training premium was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried 3-0.

10. Request to approve contracting for an attorney to advise the Council on any issue at a contract salary of \$30,000 per year.

Ald. Zima requested to hold this item until the next meeting.

A motion to hold until the next meeting the request to approve contracting for an attorney to advise the Council at a contract salary of \$30,000 per year was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

11. Request by Ald. Tom DeWane to have Human Resources solicit request for bids (RFPs) from outside consultants to conduct a broad study of the Green Bay Police Department to include reviewing and recommending potential operational and organizational changes to be more cost effective, including providing pros and cons on whether sergeants should be incorporated into the department at a cost not to exceed \$50,000. Prior to proceeding with the study, the results of the RFP process will be brought back to the Committee and Council for approval.

Ald. DeWane stated that although this communication has his name on it, this request was originally submitted by Ald. Nicholson. Since Ald. Nicholson is absent tonight, a motion to hold this item until the next meeting was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

12. Update and discussion on labor negotiations.
  - a. Bus Mechanics
  - b. Firefighters
  - c. Police Supervisory Personnel

Ald. Zima read the closed session language and moved to convene in closed session. Motion seconded by Ald. DeWane. Motion carried on roll call vote.

No report out of closed session.

13. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried 3-0.

14. Schedule date and time for the next Personnel and Finance Committee Meetings.

Director Boland informed the committee that Ald. Nicholson asked to hold the next meeting on Wednesday, January 28, 2015 at 4:30 p.m.

A motion to hold the next Personnel Committee on Wednesday, January 28, 2015 at 4:30 p.m. was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. DeWane at 5:50 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary